

Graduate Assistantship – Student Programming
University of Central Missouri
Office of Student Activities
Job Description

Office of Student Activities Mission Statement

Assess student needs and implement programs and activities that facilitate the learning, growth and development of students and foster leadership, public service, sense of community, social interaction, recreation, physical wellness, and academic success.

Supervision

This graduate position reports to the Director of Student Activities but the day to day operational report will be under the direction of the Assistant Director of Student Activities dealing with Student Leadership and Development.

Job Responsibilities

The primary function of the Graduate Assistant for Student Programming is to help advise the student programming board, The Spotlight. They will also work with the Assistant Director in the implementation of large-scale university programs such as Week of Welcome, Family Weekend and Homecoming. This Graduate Assistant should gain experience in advising, programming, leadership development, and assessment.

1. Co-advise the campus programming board, The Spotlight
2. Supervise at least four members of The Spotlight Executive Board
3. Hold weekly one-on-one meetings with assigned executive members
4. Plan, implement and facilitate semester retreats and ongoing training opportunities for executive members.
5. Maintain records and organizational plans utilized for programming activities
6. Design and utilize assessment tools for assessing programming
7. Assist with Week of Welcome planning and implementation
8. Assist with Family Weekend planning and implementation
9. Assist in advising the Homecoming Leadership Committee
10. Attend regularly scheduled meetings for affiliated organizations and groups
11. Assist with planning additional events within the student development area
12. Assist with coverage of weekend and evening events
13. Assist in daily operation of the Office of Student Activities
14. Perform other duties as assigned

Job Requirements

As a condition of employment and for the convenience of the University, Graduate Assistants will be required to live on campus in University housing and will be provided a University meal plan to be used on campus at University dining facilities.

Compensation Package for Office of Student Activities Graduate Assistants

- 10 month annual appointments
- \$3,750/semester stipend
- On-campus housing and meal plan
- Tuition waived for up to 20 hours annually (*dependent on area of study*)

- Parking permit

Office of Student Activities Graduate Assistant Expectations

1. Conduct themselves as professional staff members while in the office which includes dress, behavior, and attitude
2. Work as a member of the Student Activities team and offer assistance as needed

Outcomes of Office of Student Activities Graduate Assistantship

1. Develop a professional image and orientation to the field of Student Affairs
2. Develop skills necessary to be a successful Student Affairs professional such:
 - time management
 - event planning and management
 - communication
 - team work
 - advising
 - understanding and implementation of policies
 - professionalism and office etiquette
 - application of theory to practice
3. Understand and develop an appreciation for a “generalist” approach to student activities through working with various staff within the department on cross functional projects

Graduate Assistantship Philosophy

Graduate assistantships in the Office of Student Activities provide a learning laboratory for graduate students. The assistantship is designed to compliment the academic experience and allow students to apply what they are learning in the classroom. While each position is unique, all Student Activities Graduate Assistants are expected to support and participate in major Student Activities and Student Experience & Engagement programs. These programs include but are not limited to:

1. Graduate Assistant training
2. Week of Welcome activities
3. IMPACT Leadership Retreat
4. Family Weekend
5. Homecoming
6. Admissions/Recruitment programs

Because of the nature of the compensation package each Office of Student Activities Graduate Assistant receives, they are expected to work to the completion of their tasks which is a minimum of 20 hours per week.